

**Executive Committee Meeting
May 20, 2011
The Inn at St. John's
44045 Five Mile Road
Plymouth, Michigan 48170
Noon- 4:00 PM**

Attendees: Debbie Harju, Karen Hutslar, Carrie Jeffers, Pete Lacey, Katherine McMullen, Janail Silver, Vicki Stewart

Absent: Tammy Grossbauer, Dorene Root, Kristin Schuette

Lunch/Tour

Prior to the beginning of the Executive Committee meeting, the EC had lunch with the Local Arrangements Committee and the two committees also toured the Inn at St. John's.

Call to order

Debbie Harju called the meeting to order at 1:48 PM. The March 25 minutes, which had been previously approved pending a clarification, were moved for approval by Karen Hutslar. The motion was seconded by Katherine McMullen. Debbie Harju moved to approve the April 15 minutes and the motion was seconded by Karen Hutslar.

Comments from the Floor

None.

Executive Committee Reports

Treasurer

Funds available as of March 31, 2011

Savings = \$32,849.34

Checking = \$33,687.54

Balance = \$66,536.88

Pete reported that there had not been a lot of activity this past month. He did note that the Bavarian Inn did cash the deposit check for the 2012 conference. Pete will send the Treasurer's

Report to Kristin for posting on the website. Katherine made a motion to approve the report and the motion was seconded by Carrie.

President

Refund Policy Update

Continuing previous conversation regarding the MACARO Event Registration and Refund Policy, Debbie proposed a change in the policy language. The new language would be the last two sentences under the Payment section of the policy. The new language would read "Payment is to be received prior to the event. If payment is not received by the event, a late fee of \$10.00 will be applied and sent to the member institution for collection." A motion to approve the language change was made by Vicki. The motion was seconded by Karen. Debbie will send the revised policy to Kristin to post.

By-Law Changes

Debbie asked the EC if we have any By-Law changes to propose this year. We will need to know soon so we can meet 45 day rule. Please send her an email if you think of something. We will discuss this again at the next meeting.

Response to the Sustainability Ad Hoc Committee

Debbie sent the Executive Committee's response to the Sustainability Ad Hoc Committee's Report to Chris Marx. Debbie invited Chris to the June meeting to discuss the response. The EC briefly discussed our recommendations which were a SWOT analysis for MACRAO, engaging/re-engaging current membership to increase participation in MACARO, fee structure, develop closed partnerships with other state associations and exploration of MACRAO member benefits.

EC Annual Calendar

Debbie posted a new calendar. The new calendar does reflect the cancellation of the Support Staff Workshop.

2013 Tri-State Conference Update

Debbie discussed the proposed top three sites for the 2013 Tri-State Conference. Debbie believes the Sheraton will be selected. It is in a good location and has free parking and internet. A contract has not yet been signed. She will give the EC an update when she hears more.

President-Elect

Katherine reported that Local Arrangements Committee had a good meeting this morning. The budget for the 2011 conference was distributed to the Executive Committee for review. The First Timers' reception will be a round table with refreshments and will be by invitation. This has increased the budget, but it is worth it. Right now there is surplus of \$4,282.20, but this is based on 200 participants. Debbie mentioned we need to monitor the proposed 1099 changes that would go into effect on 2012.

Things are going pretty well for the conference, but there is some concern that some program submissions are lacking. Katherine feels they need to tweak a few session proposals and some committees still need to submit proposals to LAC. Other possible session topics were discussed.

Katherine reported that the LAC has come up with some great entertainment ideas. Possibly on Wednesday night the Blues Brothers will entertain and on Thursday there could be a performance by the Mercy High School Choir. Other ideas include chair massages, Bingo (with prizes) for a selected charity, and Carl's Golf Land. The LAC wants to keep simple, but collective activities. They are still working on more ideas.

There will be Roundtables for admissions, admissions directors, registrars and first timers.

Vice-President

Carrie reported that in the past three weeks the information for special awards has gone out. She has sent the information to Janail for the Newsletter and to Kristin to post. The cancellation of the Support Staff Workshop with language created as to why it was cancelled needs to be given to Janail for the Newsletter. The cancellation has been posted on the website.

The deposit for the 2012 conference has been paid to the Bavarian Inn. Everything is in order and a block of rooms has been reserved. The next step is to have Debbie sign the contract. The Executive Committee will meet there in October.

Debbie asked where we were with the Guest Application and if the ethnicity question had been resolved. Carrie will follow-up with Emily Clement. The EC also wondered if the Guest Application will be a fillable PDF. Carrie will ask Emily for clarification on this as well.

Past President

Karen reported that nominations are coming in. The Nominations Committee will meet on June 6. Karen will send a report to the Executive Committee in June and the EC can review the nominations at the July meeting.

Secretary

No report.

Historian

Via email, Dorene reported that she is pursuing honorary membership for Mike Owen and Scott Owczarek.

Web Editor

No Report.

Newsletter Editor

Janail reported that she has the next Newsletter ready, but she is waiting on an update. She mainly has save the date announcements and pictures from the Spring Drive-In. She will also add the cancellation notice of the Support Staff Workshop. She is trying to have the Newsletter out by May 27.

Membership Coordinator

Tammy sent an email update. She reported that the Spring Drive-In is almost wrapped up. She just needs to still get the evaluations to Nicole Rovig.

Summer Summit is live on CVENT and there are 57 registered for the Summit. At this time last year, there were 41 registered.

Tammy has started to set-up the New Professionals Workshop. She sent a note to Angela Marzolo yesterday to let her know that she will need the final details next week. Once she has that information, she will send them test emails before launch.

Tammy reported that she plans to launch the vendor portion for the annual conference soon. Immediately following that, she will be doing the conference registration site for the members.

Tammy also reported that she received an application for membership from Compass College of Cinematic Arts (formerly Compass Film Academy). They are accredited by ACCSC and are found in the CHEA database under their former name. They are also found in Michigan's Postsecondary Handbook under their former name. There is a note on their application that they were approved on 4-12-11, but the websites may not be updated yet. Debbie suggested that we postpone discussion on their request until we can view the application in more detail.

Old Business

Invitation to Attend AACRAO's Public Policy Advisory Committee Update

The possibility of Karen attending AACRAO's Public Policy Advisory Committee update was discussed at the last meeting. Karen has researched the cost of attending and did not feel it was a good use of MACRAO's money. There was a webinar held and John Meldrum attended. He sent his summary to the Executive Committee on May 17.

Retention Policy (All)

The Retention Policy was briefly discussed at the last Executive Committee meeting. Debbie feels we should put more into the Leadership Manual regarding this policy.

Portal Working Group

Karen reported that she has been working with Nikole Ford (MACAC) to find people for the portal working group. They are finding it hard to find people who are interested. They are following up with others who may have interest or who may know someone who is interested.

Karen suggested Nikole do a presentation at the annual conference regarding MACAC. It was also suggested that maybe this could be pulled into the proposed high school counselor session. Karen will contact Nicole and will let Katherine know the result.

New Business

2013 conference site registration

Debbie offered CVENT for use as the registration tool for the 2013 Tri-State Conference, but Indiana prefers to use their registration system. Event registration numbers need to be assessed carefully when reviewing/renewing the upcoming CVENT contract. Debbie has this flagged to make sure we lower the number of pre-paid registration for 2013.

Comments from the Floor

None.

Adjournment

The meeting was adjourned at 3:25 PM. The next meeting will be held on June 10 at the Central Michigan University-East Lansing Center.

Respectfully submitted,

Vicki Stewart
MACRAO Secretary



Treasurer's Report to the MACRAO Executive Committee - May 2011
 Friday, June 10, 2011

| | | |
|---|--------------------|--------------------|
| FUND BALANCE -April 30, 2011 | | |
| Savings: | | \$32,849.34 |
| Checking: | | \$33,687.54 |
| | | <u>\$66,536.88</u> |
| | | |
| RECEIPTS: | | |
| Savings | | |
| Interest-Savings - May 2011 | \$4.30 | |
| Checking | | |
| Summer Summit 2011 | \$4,440.00 | |
| | | |
| | | <u>\$4,444.30</u> |
| | | |
| | | \$70,981.18 |
| | | |
| DISBURSEMENTS: | | |
| Executive Committee | | |
| EC Meeting Food & Drink | \$22.45 | |
| EC/LAC Fall Conf Planning Mtg Lunch/Room Rental | \$392.04 | |
| Spring Drive-in 2011 | | |
| Final payment for facilities/food/AV/Parking | \$4,351.90 | |
| Registration fee refund | \$40.00 | |
| Cvent Expenses | | |
| Capital One Merchant Fees | \$38.05 | |
| Michigan Transfer Network (MTN) | | |
| Monthly Service Fee - May 2011 | <u>\$193.00</u> | |
| | | |
| | | <u>\$5,037.44</u> |
| | | |
| FUNDS AVAILABLE, May 31, 2011: | | <u>\$65,943.74</u> |
| Savings: | \$32,853.64 | |
| Checking: | <u>\$33,090.10</u> | |
| | <u>\$65,943.74</u> | |

Respectfully submitted,

Pete Lacey
Treasurer